

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 11 December 1956

FROM : Acting Chief, Administrative Training Branch

SUBJECT: Weekly Report, 4 - 11 December

25 YEAR RE-REVIEW

1. [] WE, completed her finance training prior to an overseas assignment.

2. [] NEA, were briefed on property by [] and dispatch procedures by [] prior to an overseas assignment.

3. [] spent 1½ days [] lecturing at Operations Familiarization and discussing plans for proposed changes in finance coverage for this course. [] lectured at Intelligence Orientation.

4. [] discussed our coverage of [] with Messrs []

5. [] participated in the Dependents' Briefing.

6. [] received a briefing on FI-DD/P from [] FI briefing officer, for background information on the Projects and Organization lectures.

7. [] had a short briefing from [] DD/P, on the OCB for background information on Organization lectures.

8. [] had a meeting with Messrs. [] on tentative schedules for the proposed special finance training. Upon their recommendation [] had a meeting with [] SSA/DDP, who is contacting the Budget and Fiscal offices of the various area divisions and the Acting Chairman of the DD/P training officers' committee on their desired coverage of finance.

9. [] Logistic's Training Officer, telephonically requested special training in January for approximately 35 secretary-stenos from Logistics in dispatch and cable writing. He was given a series of dates (3 days each) to choose from in January when [] and [] would be available for this special training. [] has been asked to send this request in writing through the normal training channels.

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